

STATE OF NEVADA

BRIAN SANDOVAL, *Governor*
PUOY K. PREMSRIRUT, *Chairwoman*
DUNCAN R. MCCOY, *Vice Chairman*
JAYNE HARKINS, P.E., *Executive Director*



KARA J. KELLEY, *Commissioner*
MARILYN KIRKPATRICK, *Commissioner*
STEVE SISOLAK, *Commissioner*
DANIEL H. STEWART, *Commissioner*
CODY T. WINTERTON, *Commissioner*

**COLORADO RIVER COMMISSION
OF NEVADA**

Unclassified Position Announcement

Accountant

The Colorado River Commission of Nevada (Commission), an agency of the State of Nevada, is seeking qualified applicants for the position of Accountant in its Finance Group. This is an unclassified, full-time position with the Nevada State Government.

Recruitment: Open to all qualified candidates, vacancy in Las Vegas, Nevada.

Salary: Depending on experience, salary range of \$50,000 to \$75,000/year (Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contributions plan is also available with a reduced gross salary.)

Applications Will Be Accepted Until: November 16, 2016

Job Description

The Accountant is a mid-level accounting position, without supervisory duties, reporting to the Senior Accountant of the Finance Group (Group), interacts with other Agency Group staff, employees of many other State Agencies and employee representatives of the Commission's customers. The Accountant has a diverse set of responsibilities and must be very adept at organizing his/her time, identifying priorities, meeting internal and external deadlines, managing and maintaining professional relationships with a host of professional colleagues (including but not limited to Attorneys, Engineers, Certified Public Accountants (C.P.A.), Certified Public Managers, etc.), and others.

The Commission uses an online voucher, deposit and fixed asset acquisition system through the Controllers' office in Carson City, as well as an online interface system specifically for travel and procurement card payment vouchers through the Purchasing Division in Carson City, with additional online systems for payroll, personnel and other accounting related functions.

The Accountant's primary job function includes:

- Responsibility for prompt and accurate payments of all monthly operating invoices, and must assure payments are made according to State guidelines and internal approval processes. This position must provide accurate coding as to fund, budget, category, and general ledger and project code to ensure compliance with State budgeting procedures.

Preparing journal entries as necessary or required. This position must also provide accurate internal account coding for internal reporting.

- Monitoring of the financial aspects of all Commission contracts with outside consultants for conformance to State rules and guidelines, contract compliance, accuracy of billings, contract specifications and budget amounts.
- Accounting for all agency travel, including employee reimbursement. Ensure conformance with budget requirements and all State travel rules and regulations.
- Ordering supplies and equipment following State procedures and guidelines. This function includes determination of vendors and methods of purchase; and requires the development of professional relationships with outside vendors, including account and or vendor registration and setup, trade references, and monitoring.
- Reconciling various payments and account activity to vendor billings and budgets.
- Assisting in resolving billing disputes and deal directly with contractors' accounting personnel.
- Accounting for the Commission's Hydropower function revenue, and related spreadsheets, reconciliations, reporting, journal entries, and analysis.
- Acting as the Commission's liaison with other State agencies such as the Treasurer, Controller Vendor Services, Printer, Payroll, Retirement, Purchasing, and Budget offices.
- Responsible for all payroll transactions, backup responsibility for all personnel duties and actions. The agency timesheet entry is online and has 43 authorized positions. This responsibility includes review and approval of bi-weekly entered timesheets, verification of time accuracy, and bi-weekly reconciliation of all payroll transactions.
- Acting as Commission contact for all questions related to insurance, retirement and other employee benefits.
- Assisting the Senior Accountant and Finance Group Chief with special reports; providing information for our outside auditors, federal, state and other agencies as needed. These reports include Generally Accepted Accounting Principles (G.A.A.P.) based reports and other reports in compliance with specific reporting requirements.
- Assisting the Senior Accountant with Annual Financial Statement preparation and review.
- Maintaining, reviewing and reconciling as necessary many Excel schedules and reports for internal use related to contractor billings and payments, safety reports, payroll, contracts, water and power use, travel, petty cash, host fund and many other reports and account analysis as assigned by the Senior Accountant or Finance Group Chief.
- Completing required safety reports for the Commission's Power Delivery project and for the annual OSHA's summary of work related injuries and other quarterly and annual reports as required.

Minimum Qualifications:

Bachelor's degree in accounting, finance, or business related, C.P.A. preferred, and at least two years of progressively responsible financial records maintenance experience, or an equivalent combination of education and experience in performing government and/or utility accounting functions.

Working knowledge of governmental accounting theory and principles, contract administration and record keeping practice and theory. Ability to use logic and reason to identify potential problems in accounting records, construct and analyze basic spreadsheets and to communicate the solutions identified. Skill in using spreadsheet and word processing software; accounting software, producing accounting entries and coding; using a variety of systems and sources to obtain data and information.

Because this position must deal with many different individuals and personality types at all levels of government and customer staff, the personal relationship skills and professional communication abilities will be one of the most important attributes of candidates considered.

Submit a letter of interest and résumé to:
Judy Atwood
Office Manager
Colorado River Commission of Nevada
555 E. Washington Avenue, Suite 3100
Las Vegas, NV 89101

E-mails submissions will be accepted and should be sent to:
jatwood@crc.nv.gov

Note to Applicant: In your letter of interest please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

Posted: October 17, 2016